

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 8 November 1957

FROM : Chief, FI/RI, DD/P

SUBJECT: Field Requirements for Safe Type File Cabinets

1. Based upon field requirements of approximately 12.5 safe type file cabinets per month it is recommended that a stock level of 150 cabinets be established at Headquarters for issue to field installations only.

2. Our field installations are complying with the utilization provisions of GSA regulation 1 - III - 204.04.